

**AIM User Guide**  
**Fall Career & Technical Education (CTE) Collection**

# Fall Career and Technical Education (CTE) Collection Guide

2020-2021

[AIM User Guide](#)

THIS GUIDE EXPLAINS HOW TO ENTER THE POST-GRADUATION STATUS AND DATE CONTACTED FOR THE PREVIOUS YEAR CTE CONCENTRATORS WHO WERE IDENTIFIED AS CTE IN THE SPRING OF THE PREVIOUS YEAR. THIS COLLECTION OPENS **11/2/2020 AND CLOSES 12/31/2020.**

*The purpose of this data collection is to fulfill part of a district's [Carl Perkins](#) grant and federal reporting requirements.*

**Useful Information Links:**

- ❖ [Career and Technical Education Webpage](#)
- ❖ [Appendix M: Montana Career Pathways](#)
- ❖ [Appendix O: Post Graduate Status](#)
- ❖ [Montana Career Pathways Website](#)
- ❖ [CTE Montana Career Pathways Secondary Programs of Study](#)
- ❖ [CTE Due Dates & Deadlines](#)

**Funding:**

- ❖ [Carl D. Perkins](#)
- ❖ [State VoEd](#)
- ❖ [Perkins Reauthorization](#)

THE FALL CAREER AND TECHNICAL EDUCATION (CTE) DATA COLLECTION IS A FOLLOW-UP TO THE SPRING CTE COLLECTION. STUDENTS IDENTIFIED AS CTE CONCENTRATORS IN THE SPRING WHO GRADUATED IN THE PREVIOUS YEAR MUST BE CONTACTED TO IDENTIFY THEIR STATUS SIX MONTHS AFTER HIGH SCHOOL GRADUATION.

**PLEASE NOTE:** AS WITH ALL FILE IMPORTS, IT IS BEST PRACTICES TO RETRIEVE THE TEMPLATE DIRECTLY FROM OUR [AIM UPLOAD TEMPLATES](#) WEBPAGE TO ENSURE YOU HAVE THE MOST CURRENT VERSION.

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## **Frequently Asked Questions**

1. **WHICH STUDENTS DO I NEED TO ENTER DATA FOR?** Enter the current post graduation status and date contacted for each student identified as a CTE concentrator in previous school year. Students are identified as CTE concentrators in the spring of their senior year. Carl Perkins grant requirements should be reviewed from the [OPI CTE webpage](#).
2. **WHEN AM I REQUIRED TO CONTACT STUDENTS?** The student must be contacted between Nov. 1 and Dec. 31.
3. **WE ALREADY DO A FOLLOW-UP SURVEY OF OUR GRADUATING SENIORS IN AUGUST – CAN I USE THAT DATA FOR OUR CTE CONCENTRATORS?** No, to meet the requirements of the Carl Perkins grant, the students must be contacted between November 1 and December 31 of the *following* school year.
4. **THE STUDENT IS OUT OF STATE, BUT I TALKED TO HIS/HER PARENT. IS THAT CONSIDERED A CONTACT?** Yes, the student's immediate relative is a reliable source of follow-up data for a CTE concentrator.
5. **I HAVE TRIED TO CONTACT THE STUDENT, BUT EVERY NUMBER WE HAVE ON FILE IS DISCONNECTED AND THERE IS NO ONE WITH INFORMATION AS TO THEIR WHEREABOUTS. WHAT DO I DO?** Mark the student CTE record as 05: unknown in the post-graduation status field. Every reasonable effort should be made to contact these students, since the lack of information could negatively affect Perkins performance measures for your school.
6. **WE LIVE IN A SMALL TOWN. EVEN THOUGH THE FAMILY MOVED, I RAN INTO A FAMILY FRIEND WHO SAID THE STUDENT IS NOW IN THE MILITARY. IS THIS ENOUGH INFORMATION TO CODE THAT AS THE STUDENT'S POST- GRADUATION STATUS?** The district must determine how reliable they think the information is. If the information is deemed to be credible, enter it as the student's post-grad status. A CTE technical assistance guide is available on the [OPI CTE webpage](#).
7. **I HEARD 'THROUGH THE GRAPEVINE' THE STATUS OF A GRADUATE STUDENT. CAN I USE THIS INFORMATION?** Information from 3rd party sources may be used if they have first- hand knowledge of the student's status.

## **Adhoc List:**

- student CTE FALL Concentrator Prev Yr 19-20 Exit Followup
- student CTE FALL Missing Prev Yr 19-20 Status/Date Contact

## **Entering CTE Concentrator Follow-Up Information**

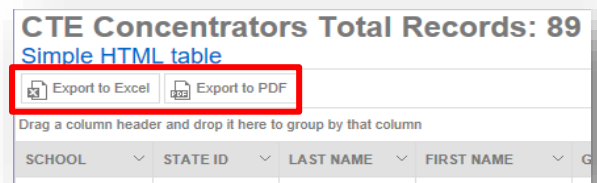
If a student in 12<sup>th</sup> grade was marked as a CTE Concentrator during the spring of the PREVIOUS YEAR and they have exited the high school either as a graduate or drop out, then follow up data must be entered by deadline. Any additions, corrections, or changes to the list of CTE Concentrator students in the PREVIOUS YEAR must be entered by the deadline, to be accurately reflected in the federal reporting and used to compute Perkins Performance Indicators for your school.

### **Collecting a List of CTE Concentrator Participants for Following-up**

**PATH: INDEX > AD HOC REPORTING > FILTER DESIGNER**

There are 2 recommended outputs available for reviewing a list of Student CTE Concentrators:

1. Excel
2. PDF



### **Updating Student CTE Information**

There are two methods the Student CTE information can be uploaded in Infinite Campus once the follow-up information has been collected.

1. [Direct or Manual Entry into Infinite Campus.](#)
2. [Completing a Data/File Upload.](#)

# Direct or Manual Entry into Infinite Campus

PATH: INDEX > AD HOC REPORTING > FILTER DESIGNER

1. Select the *previous year* from the tool bar at the top.
2. From the **Index**, select **Ad Hoc Reporting**.
3. Select **Filter Designer**.
  - From the Saved Filter, click **State Published** and then **student CTE FALL Concentrator Prev Yr 19-20 Exit Followup**.

4. Below the Saved Filter box, locate the *Which calendar(s) would you like to include in the report?*
5. Select **list by year** option.
6. Choose the high school calendar for the PREVIOUS YEAR. For multiple high school calendars, select CTRL and click on each high school.

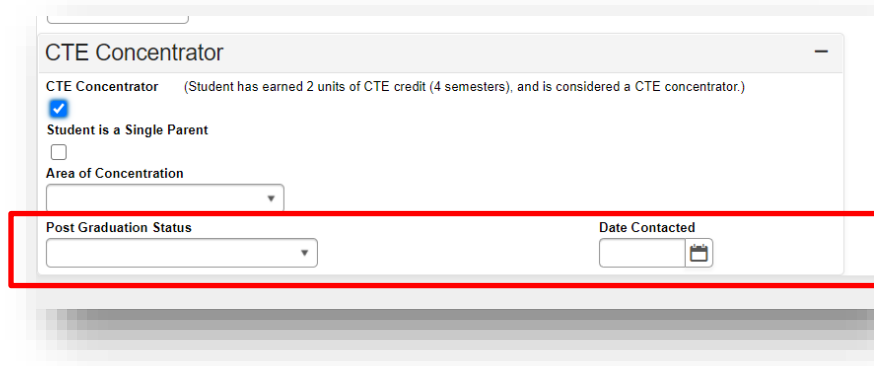
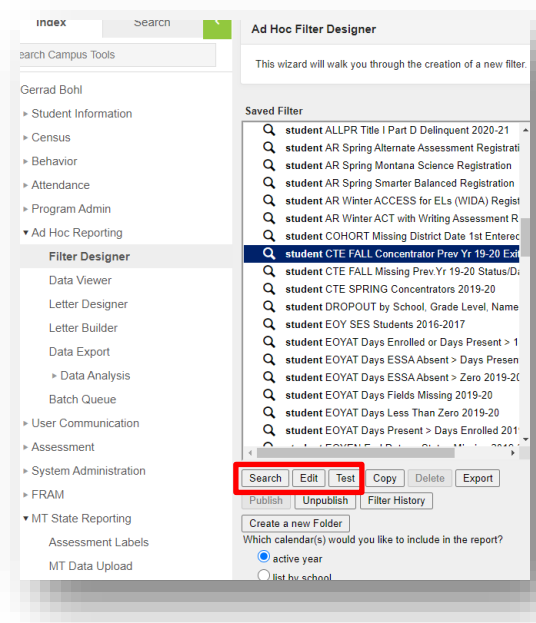
## 7. Options for reviewing the data:

### A. **Select Test**

- i. The report will pop up on your screen and the option to select **Export to Excel** or **Export to PDF** at the top left of the window will be visible. The information may be reviewed in Excel, as a PDF or on the screen.

### B. **Select Search**

- i. Last year's graduated CTE Concentrators will appear under the **Search** tab to the left.
- ii. Select the student and then navigate to their **Enrollment** tab.
- iii. Open the PREVIOUS SCHOOL YEAR enrollment record by selecting the enrollment record.
- iv. Scroll to the **CTE Concentrator** section locating within the **State Reporting Fields**. Open the section by clicking the plus (+) sign.
- v. Select the appropriate *Post Graduation Status* and *Date Contacted*. (For graduated students only)
- vi. Click **Save**.



8. Repeat the process for each CTE Concentrator Student listed in the Search Results you generated.

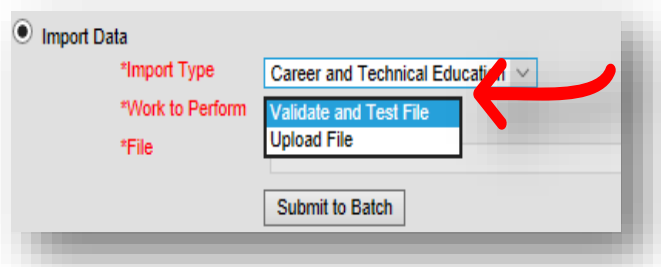
# Data/File Upload into Infinite Campus

PATH: INDEX > MT STATE REPORTING > MT DATA UPLOAD

This option is for those districts that do not use Infinite Campus as their primary Student Information System (SIS). It allows those districts to upload students CTE follow-up information in masse instead of hand entering individually.

## Prior to upload, it is important to note the following:

- Students must have a Primary, Partial, or Special Ed enrollment record in the district that matches the school, district, and state IDs in the import file.
- Any existing CTE program information within Infinite Campus will be overwritten by the imported CTE data.
- It is important to perform a **Validate and Test File** before performing **Upload File**.
- The **Validate and Test File** will not change any data. The process will look up the District, School and State ID to make sure the named District, School and Students exist within Infinite Campus. A summary report will be generated identifying any errors and list the corresponding line number(s) and field(s).
- The **Upload File** will insert or update data for each record from the file that has no errors. If a row has an error, it will be displayed in the report generated after the upload completes. A summary report will be generated identifying any errors and list the corresponding line number(s) and field(s).



## A. AIM/Infinite Campus Upload Templates

ADDITIONAL INFORMATION: [Infinite Campus Documentation Resource: CTE Uploads](#)

- The specialized Fall CTE file upload template is located on the [OPI AIM Upload Template page](#). Data is entered in the Excel template, then converted to the format needed to upload into Infinite Campus. **NOTE:** The **Student Demographic** file followed by the **Enrollment** file must have been uploaded prior to the upload any of the other files.

- From the [AIM Upload Template Webpage](#), open the CTE template and enter the information for each student. The field names in the template that are in red font indicate the value is required.

- The upload template has been formatted properly, including zero padding. If you hover your pointer over each column header, instructions will appear for that column.

HD	12/10/2018	10:20:15	MT9.1			
CT	467	425	1	401276555	401276555	Conn
CT	467	425	1	557138458	557138458	Squir
CT	467	425	1	358842063	358842063	Freer
CT	467	425	1	865903714	865903714	Rense
CT	467	425	1	993836387	993836387	Wolle
CT	467	425	1	623624429	623624429	Dunlu
CT	467	425	1	024535562	024535562	Reese

- **Header Format must be entered as:** HD <tab> Date <tab> Time (HH:MM:SS) <tab> MT9.1 (pictured to the right)

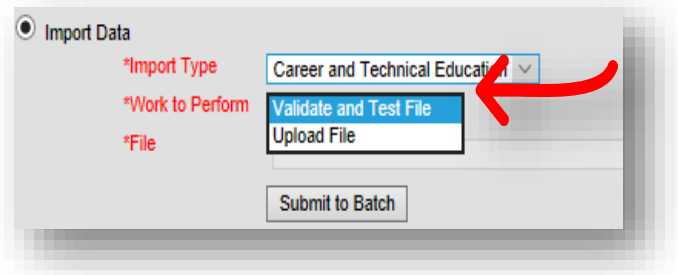
- Save the file in .txt format.

## B. Validate and Test

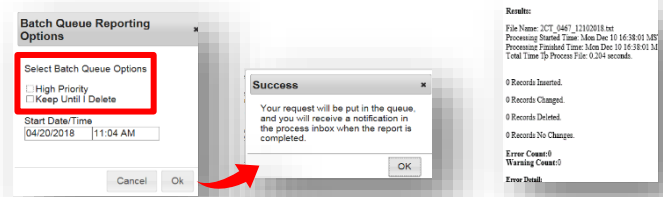
When uploading the file with the CTE data, the data fields will be matched to existing data fields within Infinite Campus. **NOTE: Do not test or upload more than one file at a time. Allow the process to complete before performing another upload or test. Each file that is tested or uploaded must have a different name, otherwise the system will not recognize that it is a different file.**

**PATH: INDEX > MT STATE REPORTING > MT DATA UPLOAD**

1. From **Index**, select **MT State Reporting**.
2. Select **MT Data Upload**.
3. Select the **Import Type**: *Career and Technical Education* from the dropdown list.
4. In the **Work to Perform** dropdown list select the **Validate and Test**.
5. Locate the file you created to upload by selecting the **Browse** button in the File field.
6. Upload the file by selecting the **Submit to Batch** button.
7. A pop-up box will appear asking to **Select Batch Queue Options**: (It is suggested that both boxes be checked.)



- **High Priority**: Mark this checkbox if running this report is considered a high priority. Reports designated as "high priority" by this checkbox will take precedence over other reports in the Batch Queue that are not designated as such.
  - **Keep Until I Delete**: Mark this checkbox if the completed report results should continue to appear on the Batch Queue and Admin Queue tools until manually deleted by a user. If this checkbox is not marked, the completed report will be cleared from the Batch Queue and Admin Queue tools based on the number of days set to automatically delete batch queue jobs inside System Preferences.
8. The verification report will show in the Batch Queue List under the Download column. The report can be reviewed once it changes to **Get the report**. Select the link to retrieve the report. Users can also access the report from the Batch Queue Admin tool.



Queued Time	Report Title	Status	Download
07/18/2018 09:11:24 AM	MT Data Upload	Completed	<a href="#">Get the report</a>
07/18/2018 12:54:48 PM	MT Data Upload	Completed	<a href="#">Get the report</a>
07/18/2018 10:06:05 AM	MT Data Upload	Completed	<a href="#">Get the report</a>

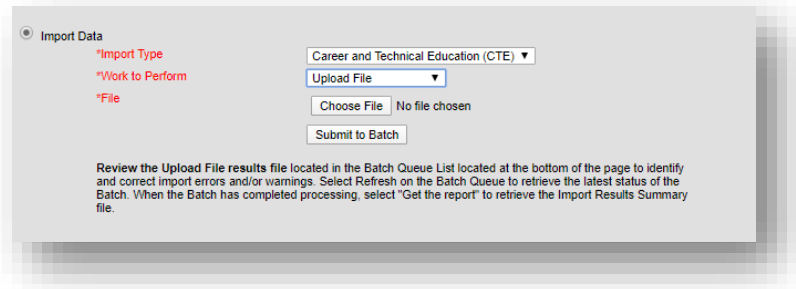
## C. Review the Import Results Summary for Errors and Warnings

Errors must be corrected before uploading. **Warnings** are messages about potential issues with uploading students – please check these thoroughly and do not upload the file until all issues are addressed. Use the [AIM File Import Guide](#) if there are any errors that need to be resolved.

## D. Upload File

PATH: INDEX > MT STATE REPORTING > MT DATA UPLOAD

1. From **Index**, select **MT State Reporting**, select **MT Data Upload**.
2. Select the **Import Type**: Career and Technical Education (CTE) from the dropdown list.
3. In the **Work to Perform** dropdown list select the **Upload File**.
4. Locate the error-free file to upload by selecting the **Browse** button in the File field.
5. Upload the file by selecting the **Submit to Batch** button.
6. You can view the report by selecting **Get The Report** from the Batch Queue List.



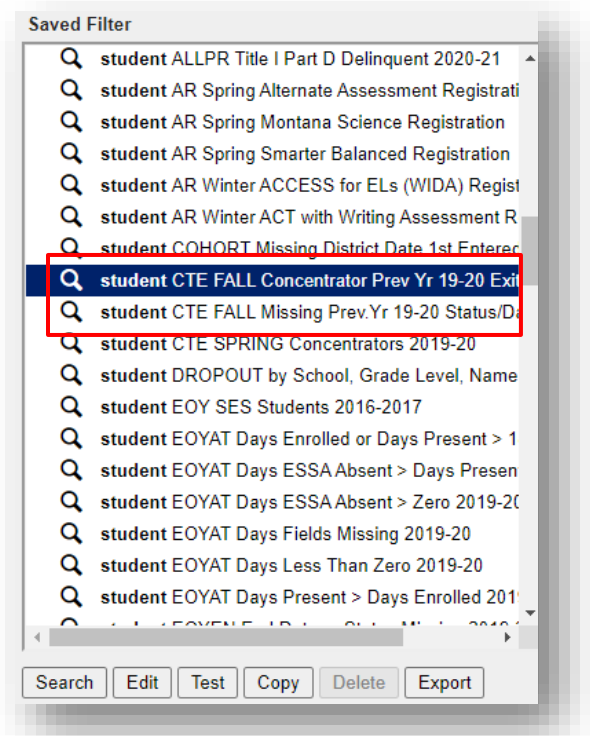
## Verify Data

INDEX > AD HOC REPORTING > FILTER DESIGNER > STATE PUBLISHED

Verify the CTE data using State Published Ad Hoc Reports:

- **student CTE FALL Concentrator Prev Yr 19-20 Exit Followup**
- **student CTE FALL Missing Prev Yr 19-20 Status/Date Contact**

1. From the **Index**, select **Ad Hoc Reporting**.
2. Select **Filter Designer**.
3. Go to State Published and select the CTE Ad Hoc you wish to verify.
  - a. A list of last year's graduated CTE Concentrators missing post graduate status will appear under the **Search** tab.
4. Below the Saved Filter box, locate the *Which calendar(s) would you like to include in the report?*
5. Select **list by year** option.
6. Choose the high school calendar for the PREVIOUS YEAR
  - a. For multiple high school calendars, select CTRL and click on each high school.
7. Select **Search**.
  - a. A list of last year's graduated CTE Concentrators will appear under the **Search** tab.
8. Once all students missing grad status have been corrected, proceed to **State Resync** below.

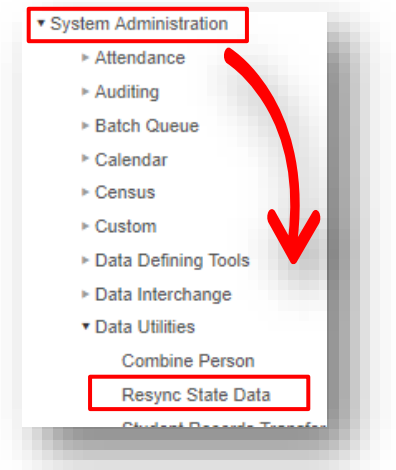


## State Resync

PATH: INDEX > SYSTEM ADMINISTRATION > DATA UTILITIES > RESYNC STATE DATA

A data resync is required for all file uploads and recommended before data collection due dates.

1. Select the current Year and All Schools from the Action Bar at the top.
2. Select **Index**.
3. Select **System Administration**.
4. Select **Data Utilities**.
5. Select **Resync State Data**.
6. Check the box for Enrollment and Graduation.
  - a. All associated boxes will automatically populate.
7. Select **Send Resync**, located at the bottom of the page.



**For further assistance, contact the AIM Help Desk at 1-877-424-6681 or [Submit an AIM Help Desk Ticket](#)**

### Reference Links:

[Montana Career Pathways Website](#)

[CTE Montana Career Pathways Secondary Programs of Study](#)